

~~CONFIDENTIAL~~

8 July 1988

MEMORANDUM FOR: Chief, Appraisal and Disposition Branch

FROM: Chief, Archives and Records Center

SUBJECT: Monthly Report for June 1988 

Jobs received (cubic feet) 968

Jobs destroyed (cubic feet) 545

GAIN/LOSS +423

A-18 Capacity (cubic feet) 151,500

Holdings (cubic feet) 117,982

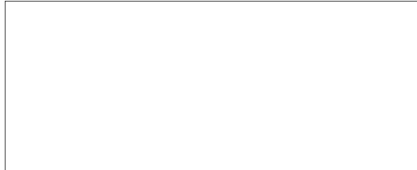
Available space (cubic feet) 33,518

Reference (number of items) 8,840

Refiles (number of items) 2,537

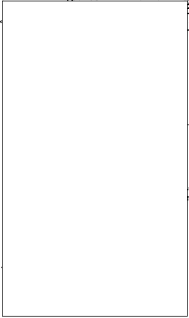
Interfiles (number of items) 65

WARNING NOTICE
INTELLIGENCE SOURCES OR
METHODS INVOLVED

~~CONFIDENTIAL~~

C O N F I D E N T I A L

QUARTERLY REPORT - APRIL, MAY, JUNE 1988
AGENCY ARCHIVES AND RECORDS CENTER
VOLUME ON HAND -- CUBIC FEET

AREA	INACTIVE RECORDS	SUPPLEMENTAL DISTRIBUTION	VITAL RECORDS	TOTAL HOLDINGS	
DDA	29,767	300		37,010	25X1
DCI	6,426	95		6,523	
DDI	18,537	2,965		24,278	
DDO	22,919	314		23,642	
DDS&T	26,172	348		26,529	
TOTALS	103,821	4,022		117,982	25X1

25X1
WARNING NOTICE
INTELLIGENCE SOURCES OR
METHODS INVOLVED



C O N F I D E N T I A L

C O N F I D E N T I A L

QUARTERLY REPORT - APRIL, MAY, JUNE 1988

AGENCY ARCHIVES AND RECORDS CENTER

VOLUME ON HAND -- CUBIC FEET

AREA	OFFICE	INACTIVE RECORDS	SUPPLEMENTAL DISTRIBUTION	VITAL RECORDS	OFFICE TOTAL
------	--------	---------------------	------------------------------	------------------	-----------------

DDO

O/DDO

321

321

492

25X1

1,033

960

75

92

2,082

306

2,271

106

4,896

2,061

3,270

1,125

137

403

1,910

430

1,672

TOTALS FOR DDO AREA

22,919

314

23,642

25X1

WARNING NOTICE
INTELLIGENCE SOURCES OR
METHODS INVOLVED

25X1

C O N F I D E N T I A L

C O N F I D E N T I A L

QUARTERLY REPORT - APRIL, MAY, JUNE 1988

AGENCY ARCHIVES AND RECORDS CENTER

VOLUME ON HAND -- CUBIC FEET

AREA	OFFICE	INACTIVE RECORDS	SUPPLEMENTAL DISTRIBUTION	VITAL RECORDS	OFFICE TOTAL
DDS&T	O/DDS&T	1,986			1,986
	FBIS	2,010			2,012
	NPIC	16,039	328		16,373
	OD&E	2,920			2,920
	ORD	551	9		560
	OSO	1,342			1,342
	OTS	1,324	11		1,336

TOTALS FOR DDS&T AREA		26,172	348		26,529

25X1

25X1

WARNING NOTICE
INTELLIGENCE SOURCES OR
METHODS INVOLVED

C O N F I D E N T I A L

QUARTERLY REPORT - APRIL, MAY, JUNE 1988
 AGENCY ARCHIVES AND RECORDS CENTER
 VOLUME ON HAND -- CUBIC FEET

AREA	OFFICE	INACTIVE RECORDS	SUPPLEMENTAL DISTRIBUTION	VITAL RECORDS	OFFICE TOTAL
DDI	O/DDI	1,312	538		1,850
	ALA	343	108		451
	EURA	254	94		348
	LDA	455	113		568
	NESA	97	142		239
	OCPAS	1,759	253		4,047
	OEA	236	153		389
	OGI	1,339	448		1,787
	OIA	1,205	365		1,570
	OIR	8,558	69		9,368
	OSWR	2,160	429		2,589
	SOVA	819	253		1,072

TOTALS FOR DDI AREA

18,537

2,965

24,278

25X1

WARNING NOTICE
 INTELLIGENCE SOURCES OR
 METHODS INVOLVED

C O N F I D E N T I A L

QUARTERLY REPORT - APRIL, MAY, JUNE 1988
 AGENCY ARCHIVES AND RECORDS CENTER
 VOLUME ON HAND -- CUBIC FEET

AREA	OFFICE	INACTIVE RECORDS	SUPPLEMENTAL DISTRIBUTION	VITAL RECORDS	OFFICE TOTAL	
DCI	O/DCI	873			873	25X1
	AS	121			121	
	COMPT	239			241	
	HS	134			134	
	ICS	1,058	95		1,153	25X1
	NSC	2,128			2,128	
	OCA	741			741	
	OGC	489			489	
	OIG	165			165	
	OMB	12			12	
	OSTP	2			2	
	PAO	217			217	
TOTALS FOR DCI AREA		6,426	95		6,523	25X1

WARNING NOTICE
 INTELLIGENCE SOURCES OR
 METHODS INVOLVED

C O N F I D E N T I A L

C O N F I D E N T I A L

QUARTERLY REPORT - APRIL, MAY, JUNE 1988
 AGENCY ARCHIVES AND RECORDS CENTER
 VOLUME ON HAND -- CUBIC FEET

AREA	OFFICE	INACTIVE RECORDS	SUPPLEMENTAL DISTRIBUTION	VITAL RECORDS	OFFICE TOTAL
DDA	O/DDA	551	211		763
	EEO	54			54
	OC	174	23		202
	OF	11,396			11,415
	OIT	2,000	12		8,843
	OL	3,044			3,048
	OMS	2,338			2,338
	OP	8,940			9,015
	OS	964			972
	OTE	306	54		360
TOTALS FOR DDA AREA		29,767	300		37,010

WARNING NOTICE
 INTELLIGENCE SOURCES OR
 METHODS INVOLVED

C O N F I D E N T I A L

ANNUAL REPORT OF RECORDS HOLDINGS
FOR 1987
(Figures Represent Cubic Feet of Records)

DIRECTORATE	TOTAL			I.			II.			III.			IV.		
	RECORDS HOLDINGS			OFFICE FILES			CARD-SIZE FILES			MAGNETIC RECORDS			FILM RECORDS		
	1987	1986	Diff.	1987	1986	Diff.	1987	1986	Diff.	1987	1986	Diff.	1987	1986	Diff.
DCI Area	13,238	12,389	+849	12,580	11,862	+718	77	77	0	573	442	+131	8	8	0
DI	86,020	79,982	+6,038	80,535	75,146	+5,389	2,718	2,591	+127	2,467	1,977	+490	300	268	+32
DS&T	84,550	87,278	-2,728	74,372	74,157	+215	425	1,926	-1,501	9,602	7,541	+2,061	151	3,654	+3,503
DA	81,147	72,811	+8,336	67,743	58,098	+9,645	282	232	+50	12,996	14,256	-1,260	126	225	-99
DO	26,339	26,319	+20	24,170	24,659	-489	440	457	-17	1,603	1,087	+516	126	116	+10
1987 Total	291,294			259,400			3,942			27,241			711		
1986 Total		278,779			243,922			5,283			25,303			4,271	
Difference			+12,515			+15,478			-1,341			+1,938			-3,560

Declassified in Part - Sanitized Copy Approved for Release 2012/10/05 : CIA-RDP10T01930R000100130005-0

DIRECTORIATE _____

[illegible]

Declassified in Part - Sanitized Copy Approved for Release 2012/10/05 : CIA-RDP10T01930R000100130005-0

DIRECTORIATE _____

[illegible]

ROUTING AND TRANSMITTAL SLIP

Date

16 June 88

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. OD&E/FO - Attn: [REDACTED]

2.

3.

4.

5.

Action

File

Note and Return

Approval

For Clearance

Per Conversation

As Requested

For Correction

Prepare Reply

Circulate

For Your Information

See Me

Comment

Investigate

Signature

Coordination

Justify

REMARKS

Per telcon with [REDACTED] on 16 June, we are sending the attached form 3581, Annual Report of Records Holdings, directly to you for completion. Please return completed report directly to OIT/IMD by 1 July 88. Please notify me when you receive this form.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

[REDACTED] - OIT/IMD

Phone No. [REDACTED]

5041-102

GPO : 1981 O - 361-529 (148)

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.206

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87**TO:** OIT
DIS/IRMD**FROM:** (Directorate and Office)
DS&T/OD&E/FO**ANNUAL LINEAR FOOTAGE**

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
---------------	--------------	------------

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	7,296.4		
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	7,600.5		
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	351.5		
d.	Other (Describe) FORMS	438.8		
TOTAL LINEAR FEET OF OFFICE FILES		15,687.2		

II. CARD-SIZE FILES:

a.	3x5 Cards	28.0		
b.	5x8 Cards	30.5		
c.	Punch Cards	3.4		
d.	Abstracts	72.6		
e.	Aperture Cards	51.3		
f.	Microfiche	134.1		
g.	Other (Describe) 4 X 8 CARDS	11.0		
TOTAL LINEAR FEET—CARD-SIZE FILES		330.9		

QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
---------------	--------------	------------

III. MAGNETIC RECORDS:

a.	Computer Tapes	17,665		
b.	Audio Tapes	196		
c.	Video Tapes	2,287		
d.	Disc Packs	765		
e.	Word Processing Magnetic Tapes	72		
f.	Word Processing Magnetic Cards	572		
g.	Magnetic Diskettes 5 1/4"	4,070		
h.	Magnetic Diskettes 8"	3,201		
i.	Paper Tapes			
j.	Other (Describe) CARTRIDGES	13,232		

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	2,488		
b.	Microfilm—35mm Reels	28		
c.	Microfilm Cassettes	14		
d.	Movie Film			
e.	Other (Describe) ROLLS/SPOOLS	198		

Comments:

SLIDES	780
STRIP FILM	20,448

Signature of Component RMO:**Date:**

Page Denied